

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: August 7, 2019

Closing Date: August 16, 2019

**Administrative Specialist II (Pay Grade 8)
Criminal Division, Felony Trial/Superior Court
New Castle County**

Job Responsibilities and Duties: This Administrative Specialist provides secretarial support to Deputy Attorneys General in the Criminal Division, Felony Trial/Superior Court Unit in New Castle County. This Unit is a very fast-paced, extremely high volume of work atmosphere. The Administrative Specialist sets up files, runs criminal record checks, types informations/indictments, requests reports, answers discovery and manages busy calendars. The Administrative Specialist types briefs, prepares pleadings and correspondence, coordinates scheduling, files documents and manages a heavy telephone volume within the Unit. This Administrative Specialist must be prepared to multi-task; working for several Deputy Attorneys General at any given time and handling extra duties as assigned by the Deputy Attorneys General. This position is also part of a rotation schedule that provides telephone coverage for the main Receptionist when there is an absence and coverage is needed.

Minimum Qualifications: Must be detail-oriented, well-organized and proficient in Microsoft Word office suite and DELJIS. Must have the ability to interact professionally with members of the public, including victims and witnesses. Must maintain a productive working relationship with Court staff. Must possess excellent spelling, grammar and proofreading skills. Must be able to answer heavy telephone volume and take accurate messages.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.